



SAN FRANCISCO PENINSULA RAIL PROGRAM EXECUTIVE STEERING COMMITTEE MEETING

SPECIAL MEETING MINUTES

Friday, October 23, 2020

11:00 a.m. to 12:00 p.m.

WATCH LIVE:

<https://transbaycenter.webex.com/transbaycenter/onstage/g.php?MTID=e2dc07e25bd5da40544f6badffc1ccdd9>

PUBLIC COMMENT CALL-IN: 1-855-282-6330 -- Access Code: 126 719 7042

Due to the COVID-19 health emergency, the Executive Steering Committee (ESC) will meet via teleconference. Members of the public are encouraged to participate remotely. Please see additional information on the next page for remote meeting access.

In compliance with the Governor's Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), this meeting will be held *exclusively* via teleconference participation of a quorum of ESC members in locations not open to the public. The purpose of the orders is to provide the safest environment for all persons consistent with San Francisco Department of Public Health Orders of the Health Officer and current public health recommendations, while allowing the public to observe and address the ESC.

EXECUTIVE STEERING COMMITTEE

San Francisco County Transportation Authority, Tilly Chang (Chair)
Metropolitan Transportation Commission, Andrew Fremier (Vice Chair)
Transbay Joint Powers Authority, Nila Gonzales
Peninsula Corridor Joint Powers Board/Caltrain, Jim Hartnett
California High Speed Rail Authority, Boris Lipkin
City and County of San Francisco, Alex Sweet

REMOTE MEETING ACCESS

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Providing Public Comment

Ensure you are in a quiet location – Speak Clearly – Turn off any TVs or radios around you

1. When prompted, “raise hand” to speak by pressing *3 (star, 3) to be added to the queue.
2. Callers will hear silence when waiting for their turn to speak.
3. When prompted, callers will have the standard three minutes to provide comment.

AGENDA

1. Call to Order

Chair Chang called the special meeting to order at 11:02 a.m. Before proceeding with roll call, Secretary Pollitt introduced Alex Sweet, the new Transportation Advisor for San Francisco Mayor Breed and the new ESC representative for the City and County of San Francisco.

2. Roll Call

Secretary Pollitt noted that alternates Michelle Bouchard, Erin Roseman and Simon Whitehorn were attending on behalf of Jim Hartnett, Nila Gonzales and Boris Lipkin, respectively.

Members Present: Michelle Bouchard, Erin Roseman, Alex Sweet, Simon Whitehorn, Andrew Fremier and Tilly Chang

Members Absent: Nila Gonzales, Jim Hartnett and Boris Lipkin

3. Communications

Secretary Pollitt provided instructions on the Public Call-in/Comment process.

Stephen Polechronis, Interim Project Director (PD), provided an update on two virtual meetings that took place since the September 18 ESC meeting. Mr. Polechronis noted that both briefings were conducted by Chair Chang; Nila Gonzales, TJPA Interim Executive Director; Erin Roseman, TJPA Chief Financial Officer; and himself.

He stated that the first briefing took place on September 25 with Caltrans District 4 Director Tony Tavares in addition to numerous staff from Caltrans District 4 and the statewide division of rail and mass transit. He further stated that they provided a brief overview on project history, work that has been completed since the project’s reactivation in June, a forecast of upcoming information, and an update on the existing funding plan.

He stated that the second meeting was a legislative briefing that was conducted on October 15 and attended by nearly 20 representatives, including Senator Jerry Hill of San Mateo and Santa Clara Counties, staff from the San Francisco delegation, both State and Assembly

Transportation committees and East Bay offices. Information about the project history, current project status and activities as well as future plans to advance the project were conveyed during the briefing.

Chair Chang thanked Interim PD Polechronis for the update. She noted that Senator Hill had previously served as the TJPA Board Chair, which Interim Executive Director Gonzales noted with appreciation.

4. Action Item:
Approval of Meeting Minutes: September 18, 2020

There was no member of the public wishing to comment.

A motion to approve the Meeting Minutes was made by Member Bouchard and Vice Chair Fremier. A unanimous voice vote approved the motion.

5. Informational Item:
Project Progress Update on Risk Register

Stephen Polechronis, Interim PD, presented the update on the Risk Register and noted that this item is a carryover from the September 18 meeting. He stated this as an opportunity to inform the ESC members of activities that the Integrated Program Management Team (IPMT) is undertaking, with the Risk Register being one of the most important activities as shown in the presentation. He noted that the project had an existing Risk Register, which was created in 2008, which has since been updated in compliance with Federal Transit Administration (FTA) guidance. He also noted that the Risk Register and risk program are specific elements required for FTA funding. He further noted that the IPMT conducted its first review at their September 8 meeting and determined that additional meetings would be needed to establish a baseline of risk items. Additionally, he stated that since the September 8 meeting, three additional workshops have been held and now approximately 150 individual risks have been identified. He noted that the FTA has four major risk categories: Construction, Market, Design, and Requirements, and that the IPMT ranks and color-code risks based on probability and severity. He concluded his update by noting that the IPMT will continue to rank the risks, develop mitigation measures, and develop assignments for individuals or teams to manage risks in an effort to ensure mitigation measures are tracked, enforced and implemented. He also stated that the IPMT is developing a schedule and contingency budget to handle risks that cannot successfully be mitigated, with the goal of creating a Monte Carlo analysis.

Vice Chair Fremier asked when the ESC would get to look at a more built-out risk management program. Interim PD Polechronis replied that a draft risk report is being prepared and once complete, it will be presented to the full ESC, or time can be scheduled with each ESC member's IPMT representative to review.

Public Comment:

Roland Lebrun expressed concern with the Public Call-in/Comment process and explained he was still having technical difficulties with the raise hand feature. TJPA's Information

Technology (IT) Director confirmed that the raise hand feature was functioning properly as it was tested before and during the meeting. Mr. Lebrun also stated that the risks could be eliminated if other parts of the project were counted and included and suggested introducing the Pennsylvania Avenue Extension (PAX), which would eliminate all project risks. He also expressed concern for the fire, life safety risk and stated he is completely against it.

Before calling the next item, Secretary Pollitt confirmed that the raise hand feature had been tested and was functioning properly and once again provided instructions on the Public Call-in/Comment process.

6. Informational Item:
Project Progress Update on Comprehensive Work Plan

Stephen Polechronis, Interim PD, provided an overview of the Comprehensive Work Plan, which includes the Program Master Schedule, and noted that the draft final Work Plan and Schedule was approved by the IPMT on October 13 as shown in the presentation.

Chair Chang thanked Interim PD Polechronis and the entire IPMT for the tremendous work that has been completed thus far. She also thanked the IPMT for the memo and attachments and acknowledged that these documents are still a work in progress. Interim PD Polechronis confirmed that both are living documents with the exception of the Memorandum of Understanding (MOU), with the Work Plan being a road map for the IPMT; the Schedule will be updated regularly. Chair Chang reiterated the importance of these documents and suggested that all members are aligned on collective goals for the duration of the project.

Chair Chang asked for clarification regarding the FTA submittal and if the August 2024 date for submittal of the funding application for the FTA New Starts program was accurate. Interim PD Polechronis responded and expressed his frustration with the late date and noted that decisions being made on the phasing aspect of the project are causing the General Engineering Consultant (GEC) to hold until summer of 2021. Additionally, he noted that there are three phases in the FTA funding process: project development, project engineering, and the request for the full funding grant agreement. The goal is to work with the IPMT to identify areas of the design that would not be influenced by a phasing decision and would allow the GEC to proceed sooner, which would accelerate the project. He further noted that this would be subject to approval by the IPMT, ESC and TJPA, and is also subject to cash flow constraints. Chair Chang suggested that this topic be further explored by the IPMT in the coming weeks. Interim PD Polechronis stated that funding requests to FTA are submitted in August of each year—projects must either hit the deadline or slip a year. As of right now, the project is struggling to get to August 2023.

Member Whitehorn asked if the right people that understand what is required are in place and can help move the FTA New Starts application forward. Interim PD Polechronis confirmed that a team is in place and that a presentation on requirements will be presented to the IPMT at its next meeting.

Vice Chair Fremier noted how difficult it can be to navigate the project, especially with Regional Measure 3, which is a major portion of local funding, being put on hold. He further

noted that a reboot of resolution 3434 that the Metropolitan Transportation Commission is currently working on will hopefully shape the region into the future. He suggested the IPMT review the original assumptions in the MOU and bring back recommendations to the full ESC. Chair Chang concurred and supported Vice Chair Fremier's recommendation.

Member Bouchard expressed appreciation to the IPMT and noted how important the phasing work is, as it is an opportunity to educate people to get them to realize the magnitude of what is being accomplished.

Public Comment:

Roland Lebrun noted his appreciation for the report and suggested that future presentations be posted to the TJPA website when meeting agendas are distributed. Mr. Lebrun also asked how a Notice to Proceed can be issued for design when the Risk, Phasing, and Operations Analysis have yet to be completed. He also recommended that the ESC provide monthly funding updates.

7. Informational Item:
Project Progress Update on Phasing Study and Operations Analysis

Stephen Polechronis, Interim PD, provided an overview of the Phasing Study and Operations Analysis as shown in the presentation.

In an effort to conserve time, Chair Chang suggested holding off questions, unless important, and asked Members to continue working with their respective IPMT members.

8. Public Comment
Members of the public may provide comment on matters within the ESC's purview that are not on the agenda.

Roland Lebrun expressed his concern for the possibility of reducing the train box extension and noted that there was no room for a train box extension.

Jim Patrick expressed his concern that paperwork is getting in the way of what is important, and that is getting a train into the transit center. He urged the ESC to move faster and stated he is looking for leadership from the TJPA Board of Directors.

9. Discussion Item:
ESC Agenda items for upcoming meetings

No new agenda items were suggested.

10. Adjourn

Chair Chang adjourned the special meeting at 12:03 p.m.

ACCESSIBLE MEETING POLICY

In accordance with the Americans with Disabilities Act, California Law, and the Governor's Executive Orders, any individual with a disability may request reasonable modifications or accommodations so that they may observe and address the Executive Steering Committee at this teleconference meeting. If you are disabled and require special accommodations to participate, please contact the TJPA at 415.597.4620 or dtx@tjpa.org, at least 72 hours prior to the meeting. Late requests will be honored if possible. Calendars and minutes of the meeting may be available in alternative formats; please contact the TJPA at 415.597.4620 or dtx@tjpa.org at least 72 hours in advance of need. Written reports or background materials for calendar items are available online at www.tjpa.org.

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